

Sir Victor Davies Trust

Terms of Reference

MEMBERSHIP: -

No. of Trustees	Appointed by: -
1	New Zealand Garden Industry Association
1	Massey University
1	Pukeiti Rhododendron Trust
2	Appointed Trustees

TERMS AND CONDITIONS OF APPOINTMENT: -

- Trustees must have a commitment to protecting the processes followed by the Trust.
- Members have a responsibility to act responsibly with regard to the effective and efficient administration of the Trust.
- Trustees must make every effort to devote sufficient time to become familiar with the affairs of the Trust and the wider environment within which it operates.
- Trustees must have a commitment to work for the greater good of the Trust as opposed to pursuing any personal agenda.
- Members shall not disclose details of Trust matters to persons who are not Trustees unless so authorised.
- Members must ensure that Trust documents are kept secure to guarantee that the confidentiality of Trust work is maintained.
- Trustees shall not speak on behalf of the Trust unless the Trust gives consent to do so.

MEETINGS AND OTHER PROTOCOLS

- The Trust will meet at least once a year. Extra meetings may be scheduled if required.
- The agenda for the meeting will be distributed no later than seven (7) days before the scheduled meeting and the minutes of the meeting will be distributed no later than twenty one (21) days following the meeting.

DUTIES

- To maintain an effective management of the Trust
- To uphold the concept of the Trust